

24 May 1960

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MEMORANDUM FOR: Chiefs of Operating Divisions of the Clandestine Services

SUBJECT : Field Assignments of New Clerical Personnel

1. Under the Agency's present system of recruiting qualified stenographers and typists of suitable age and maturity for overseas employment, no guarantee is made to them as to the area of initial field assignment. Rather, new clerical employees enter on duty with the specific, acknowledged understanding that their initial field assignment will be determined by the needs of the Agency (see attachment).

2. Those new employees made available to the Clandestine Services are assigned to the several Staffs and Divisions by the Clandestine Services Career Service Panel (Section D) on the basis of stated requirements, current or anticipated. While it is often possible to accommodate the personal preferences of individual employees, the Panel must quite frequently make initial assignments to the less cosmopolitan areas of the world notwithstanding personal preferences. An individual thus assigned is expected to serve a field tour of the Division's choice following appropriate and satisfactory Headquarters training and experience. The Division of assignment should initiate discussion of specific field assignments with the employee as early as practicable. This assignment could be projected up to 12 months.

3. If during the training and development period an employee rejects a specific field assignment(s) or makes it known that he or she would never consider a field assignment in that area, the Division concerned will make the employee available to the CS/CSP immediately for disposition.

4. By adhering to this practice we hope to develop a sense of order and discipline which I am sure you will agree is an essential ingredient to effective management.

(Signed)

Chief of Operations, DD/P

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Attachment

Information Copies:
Chiefs of DD/P Staffs

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